

MICHIGAN ELKS ASSOCIATION
 BENEVOLENT AND PROTECTIVE ORDER OF ELKS
 REPORT OF THE DVP and DVC
 2017-2018

ORIGINAL	COPY	COPY	COPY
Joe Antonishek, Jr., President	Stan Chubinski 1 st Vice President	Chuck Oatten 2 nd Vice President	State Sponsor Past State President's
11940 Lexington Dr. South Lyon, MI 48178	150 Woodrow Ave. S. Battle Creek, Mi 49015	514 East Saginaw St. Louis, MI 48880	Via Email Check Directory
sp@mielks.org	1vp@mielks.org	2vp@mielks.org	

Vice President's: retain a copy of this report in your file for the incoming DVP and DVC

Date of Lodge visit: _____	Date report submitted _____
Lodge Name: _____	Lodge Number: _____
Lodge Mailing Address: _____ _____	Lodge email address: please advise that we only use the mielks.org email address for all communications!
District Name and No. _____	

Lodge Officers: - List all Lodge Officers and Trustees:

Leading Knight: _____	Present? _____	Vacant? _____
Loyal Knight: _____	Present? _____	Vacant? _____
Lecturing Knight: _____	Present? _____	Vacant? _____
Trustee: _____	Present? _____	Vacant? _____
Trustee: _____	Present? _____	Vacant? _____
Trustee: _____	Present? _____	Vacant? _____

Trustee: _____	Present? _____	Vacant? _____
Trustee: _____	Present? _____	Vacant? _____
Trustee: _____	Present? _____	Vacant? _____
Secretary: _____	Present? _____	Vacant? _____
Treasurer: _____	Present? _____	Vacant? _____
Esquire: _____	Present? _____	Vacant? _____
Tiler: _____	Present? _____	Vacant? _____
Inner Guard: _____	Present? _____	Vacant? _____
Chaplain: _____	Present? _____	Vacant? _____

Exalted Ruler: _____	Present for Visitation? _____	Position Vacant? _____
ER Home Address: _____ _____	Phone: (home) _____	
	Phone: (cell) _____	
Personal email address: _____		

Membership Chair: _____	Present for Visitation? _____	Position Vacant? _____
Home Address: _____ _____	Phone: (home) _____	
	Phone: (cell) _____	
Personal email address: _____		

ENF Chair: _____	Present for Visitation? _____	Position Vacant? _____
Home Address: _____ _____	Phone: (home) _____	
	Phone: (cell) _____	
Personal email address: _____		

Major Project Chair: _____	Present for Visitation? _____	Position Vacant? _____
Home Address: _____ _____	Phone: (home) _____	
	Phone: (cell) _____	
Personal email address: _____		

Gold Key Chair: _____	Present for Visitation? _____	Position Vacant? _____
Home Address: _____ _____	Phone: (home) _____	
	Phone: (cell) _____	
Personal email address: _____		

Veteran's Chair: _____	Present for Visitation? _____	Position Vacant? _____
Home Address: _____ _____	Phone: (home) _____	
	Phone: (cell) _____	
Personal email address: _____		

CLMS/Membership/Lapsation:

The starting membership count for 2017-2018 is: _____ I have confirmed this number: (DVP Initials)_____

The current Lodge Membership count as of the date of this report is:	_____
The current number of delinquents is:	_____
Lodge Data is being backed up to Grand Lodge twice per month (this information has been verified with the Lodge Secretary _____ (DVP initials))	Yes _____ No _____ If no, why? _____ _____
Does the Lodge have an ACTIVE Membership/Lapsation Committee? ER to respond, explain the program and list Committee Members: _____ _____ _____	Yes _____ No _____
ER: Would it be beneficial to have your Membership/Lapsation Committee or Chair attend a Membership Workshop?	Yes _____ No _____
ER: If a Workshop was available, would you support sending your Committee or Chairman to attend? How would you cover the travel cost?	Yes _____ No _____ Travel Expenses would not be an issue: Yes _____ No _____
ER: Did your Lodge show a Membership Gain last year?	Yes _____ No _____
ER: Does your Lodge hold an Open House the first weekend of November?	Yes _____ No _____
ER: Does your Lodge need more information on holding an Open House?	Yes _____ No _____
ER/Membership Chairman: What plans does the Lodge have to INCREASE Membership and DECREASE Membership Lapsation? Please explain: _____ _____ _____	
ER/Membership Chairman: Are you utilizing the Grand Lodge Membership Control Manual? If so, how? _____ _____	Yes _____ No _____
If not, do you agree that you and/or your Chairman will read the manual and work to implement?	Yes _____ No _____

Lodge Betterment:

Did the ER attend the Grand Lodge Convention in Reno, NV?	Yes _____ No _____
If no, did the Alternate Delegate attend?	Yes _____ No _____
If neither attended, did you receive dispensation from the State Sponsor?	Yes _____ No _____
Briefly explain as to why your Lodge had no representation at the Grand Lodge Convention? _____	
Is the Lodge utilizing the Grand Lodge "Indoctrination" program?	Yes _____ No _____
If not, why? Explain your Indoctrination Program: _____ _____ _____	
Are spouses invited to your Indoctrination?	Yes _____ No _____
If not, why? _____	
ER: Have all Grand Lodge and State Committees been appointed and filled?	Yes _____ No _____
ER: If you have vacant Committees, please list them: _____ _____ _____	
ER: Are you aware that there are instructions and/or manuals for all Committee Chairmen?	Yes _____ No _____
If no, how can we help to provide you with the information you are lacking? _____ _____	Specific manuals, links to be provided if necessary by the DVP or DVC.
ER: Are all Lodge Officers aware of the Grand Lodge Manuals that are available?	Yes _____ No _____
If you have not made these materials available to your Officers, do you commit to providing these items to them?	Yes _____ No _____
ER: Have all of your appointed Committee Chairs been made aware of their position?	Yes _____ No _____
ER: Are your Lodge Officers and Committee Chairmen aware of Elks.org and the mielks.org website?	Yes _____ No _____
If no, please make sure to include this information in your next Lodge meeting and Board meeting. There is terrific information on both sites!	Agreed (ER initials): _____

Does the Lodge present the following:	
Elk of the Year	Yes _____ No _____
Officer of the Year	Yes _____ No _____
Citizen of the Year	Yes _____ No _____
"Other" (explain)	Yes _____ No _____
ER: Do you understand the STAR LODGE AWARD?	Yes _____ No _____
ER: Do you understand the Stray Elk Report provided by your Secretary through Grand Lodge?	Yes _____ No _____
If "no", did the DVP explain the program?	Yes _____ No _____
Does your Lodge have a policy in its Bylaws and employee guidelines to strictly enforce showing of a membership card before providing food or beverage to a customer?	Yes _____ No _____
ER: Can you confirm that the Charity Records Booklet is being kept up to date?	Yes _____ No _____

DVP's:

Was this a joint visitation with the DDGER?	Yes _____ No _____
Overall impression of the physical appearance of the Lodge and signage (includes visibility and appearance of Lodge): Comments: _____ _____	Excellent:: _____ Standard: _____ Poor: _____
Any visible issues with safety: ingress/egress, or within the Lodge? If yes, please explain: _____ _____ _____	None: _____ Yes: _____
Discussed with: _____ Title: _____	
Overall Impression with Officers:	Good: _____ Mediocre: _____ Bad: _____
Were Members Present during visitation? Overall Impression from Members?	Good: _____ Mediocre: _____ Bad: _____

